



NEIGHBORHOOD MATCHING GRANTS PROGRAM

Program Guidelines & Opportunities – Updated February 2022

What is the Neighborhood Matching Grants program?

The Neighborhood Matching Grants Program (NMG) has been awarding matching funds to eligible neighborhood-based organizations since 1992, helping to make Charlotte's neighborhoods better places to live, work, play and learn.

The program's purpose is to:

- Build neighborhood capacity and participation
- Allow neighborhoods to self-determine improvement priorities
- Stimulate development of partnerships between City and community groups
- Leverage resident involvement and resources to revitalize and reinvest in low and moderate-income neighborhoods

Please review the information in this packet to learn more about the program, participation requirements and opportunities for your community.

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Program Eligibility - Who Can Apply?

Eligible Organizations:

The following types of neighborhood-based organizations are eligible to apply within the NMG program:

- Neighborhood Associations
- Homeowners Associations (HOA)
- Neighborhood Coalitions
- Resident Organizations in Tax Credit Funded Rental Communities

See Appendix A for applicable criteria and definitions for these organization types for NMG program purposes.

Eligible Program Geography

The following NMG eligible geography is based on median assessed property value using the City's [Quality of Life Explorer](#) Neighborhood Profile Area (NPA) geographies. **For any eligibility questions, please contact your Service Area Team Liaison or the NMG Program Manager.**

Eligibility Tier*	Tier I	Tier II
NPA Median Assessed Property Value	≤ \$104,110	\$104,111 to \$181,703
Maximum Grant Award <ul style="list-style-type: none">• Neighborhood Associations & HOA's• Neighborhood Coalitions	<ul style="list-style-type: none">• Up to \$25,000 per application, no maximum per year• Up to \$25,000 per application, \$25,000 maximum per fiscal year	<ul style="list-style-type: none">• Up to \$10,000 per application, no maximum per year• Up to \$10,000 per application, \$25,000 maximum per fiscal year
Project Restrictions	N/A	Exterior Curb Appeal & Existing Community Property Improvements are ineligible

* Resident organizations in tax credit funded rental communities are eligible city-wide, Tier I standards apply.

- To review your organization's geographic eligibility, visit <http://arcg.is/1RYFV9g> and enter your street address in the search box located in the top left corner. The lighter purple areas are eligible to apply under Tier I standards; darker purple areas are eligible to apply under Tier II standards.
- Organizations outside of the highlighted areas may still qualify if they are located within the city limits and their neighborhood's median assessed property value falls within the designated values above. If you feel your neighborhood may meet these criteria, please call 704-336-4594, or email your neighborhood boundaries to hnsgrants@charlottenc.gov to request an eligibility assessment.

Opportunities for Ineligible Organizations:

The City of Charlotte recognizes there are many groups that contribute to neighborhood quality of life. Ineligible organizations, including business associations, schools and others, are encouraged to partner with eligible organizations to support projects that contribute toward accomplishing shared goals. The eligible organization must be the lead applicant and project participant. A minimum of 25% of the NMG required match must be contributed by the applying organization. Learn more about match requirements on Page 7 of these guidelines.

Project Opportunities – What can the program fund?

The NMG program seeks to support projects and programs that demonstrate shared benefit with a goal of improving neighborhood quality of life. All projects must meet the following minimum criteria:

- Be achievable within 12 months of contract execution
- Occur within Charlotte's city limits
- Provide a public benefit and be free and open to all members of the community
- Be initiated, planned and to the greatest extent possible, implemented by community members
- Demonstrate minimum of 50% volunteer match

Ineligible Expenses

Neighborhood Matching Grants funds cannot be used for:

- Personal use items or volunteer labor
- Entertainment (bands, DJs, clowns)
- Operating expenses (rent, utilities, salaries, maintenance bills, insurance)
- Entrance fees
- Annual plants (perennials permitted)
- Mulch (materials with longer longevity are allowed, such as rubber mulch, mats or pellets)
- Efforts previously funded through NMG program
- Raffles/giveaways
- Food & beverages, unless determined to be an integral component of an educational program
- Efforts that duplicate existing public or private programs

What Types of Community Projects are Eligible?

Organizations are encouraged to be creative, and many projects may be considered. The projects featured on the following pages are commonly supported through the NMG program. NMG funding requests may include multiple projects provided that the above minimum criteria are satisfied. Certain projects may have additional requirements or restrictions based on eligibility tier; see Appendix A for additional information.

We're Here to Help!

We can help explore project ideas and eligibility, envision your project, connect resources or provide guidance on completing the application. We also offer language translation services.



704-336-4594

Project Opportunities



Art & Beautification

- Landscaping
- Trail improvements
- Murals
- Benches
- Community art
- Tree planting
- Decorative signal cabinets



Festivals & Special Events

- National Night Out
- Back to school events
- Music/art festivals
- Cultural festivals
- Community Day
- Neighborhood history walk
- Community cares day



Public Safety

- Streetlights
- Traffic Calming
- Security fences
- Security cameras
- Neighborhood Watch group
- Crime watch signs
- Speed limit signage



Organizational Development

- Community Asset mapping
- Membership drives
- Printing/mailing
- Yard signs (meeting date, yard or volunteer of the month, etc.)
- Strategic planning
- Non-profit registration



Programming

- Nuisance prevention
- Cultural programs
- Health and wellness
- Senior programs
- ESL programs
- Computer training/digital literacy
- Little free library



Recreation

- Park enhancements
- Playground/fit park equipment
- Athletic fields
- Trails
- Bike racks
- Outdoor chess/checkers/games
- Stages/performance space

Project Opportunities



Property Enhancement

- Infrastructure improvements
- Community centers
- Mailboxes
- Trash receptacles
- Dumpster enclosures
- Decorative fencing
- Curb appeal improvements



Resource Conservation

- Water, energy & waste reduction initiatives
- Recycling campaigns
- Community gardens
- Rider amenities in areas adjacent to transit stops
- Bike racks
- Pet/waste receptacles



Signage

- Sign toppers
- Neighborhood identification
- Entrance monuments
- Way finding signage
- Garden signs
- Can do signs
- Event signage & banners



Community Garden

- Community gardens
- Greenhouses/hoophouses
- Butterfly gardens
- Community cookbook
- Training & education



Marketing & Branding

- Logo/brand development
- Website development
- Brochures/marketing collateral
- Neighborhood directory
- T-shirts, pens, stickers, magnets



Neighborhood Clean Up

- Street adoption
- Community/vacant lot clean-up
- Stream clean-up
- Landscaping

Application Process – How To Apply

Apply in just six steps!

1	Confirm Eligibility – Instructions for eligibility verification can be found on Page 2 of this document. You can also contact your Community Engagement Staff Liaison or call 704-336-4594.
2	Review Program Materials – Review the program guidelines and attend a required pre-application workshop, in-person or online, prior to the grant application deadline. The pre-application meeting schedule can be found on charlottenc.gov/nmg or by calling 704-336-4594.
3	Select or Confirm Project - Work with your neighbors to select or confirm the project(s) for which you would like to request NMG funding. Keep attendance and meeting minutes for use in the application.
4	Begin Application - Prepare for the application process by reviewing the application questions and tips provided in Appendix A. Complete the required worksheets including budget worksheet and volunteer hour commitments.
5	Create Account – Access and create an online account by clicking “How to Apply” on the Neighborhood Matching Grants webpage at charlottenc.gov . Applicants will be redirected to the online application. From there, click “Create New Account.” Returning applicants should contact our office if login assistance is needed.
6	Complete Application – Submit the application by 11:59 pm on the date of application deadline (March 1, June 1 or September 1). Applicants who are unable to complete the application online may call 704-336-4594 to request support or to learn of alternative application options.

Application Deadlines

Applications are accepted (3) times each year. Submissions must be received by 11:59 pm. See deadlines:

March 1st

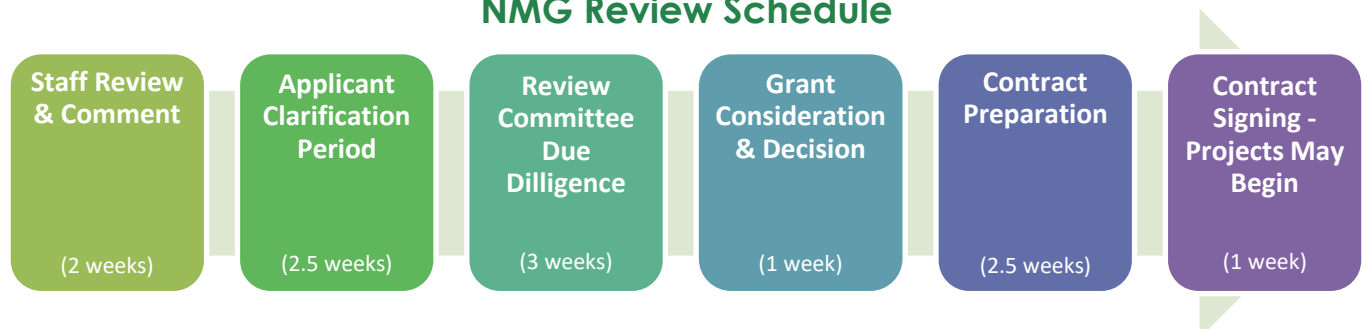
June 1st

September 1st

Process and timeline

Please allow approximately 12 weeks from application submission for clarifications, project consideration and contract signing to occur before beginning grant funded projects or volunteer activities. As an example, an application deadline of March 1 would have a contract signing date in mid-May. Goods and services may be purchased only *after* the contract has been signed. Reimbursement requests will be processed once the contract is fully executed by the Grantee and the City of Charlotte.

NMG Review Schedule



Match Requirements - How can Organizations Meet their Match?

Neighborhoods are required to match awarded grant funds 1:1, meaning for every dollar granted a matching amount must be provided through one or more of the methods below.

- A minimum of 50% of all funds granted must be matched through volunteer time.
- A minimum of 25% of the required match must be contributed by the applying organization.

Match Types	Details
Cash contribution	<ul style="list-style-type: none"> • From the applying organization <ul style="list-style-type: none"> ▪ Proof of available funds is required via bank statement, budget, etc. • From individuals or supporting community partners (businesses, non-profits, etc.) <ul style="list-style-type: none"> ▪ Contribution Template required (see Appendix C)
In-kind contribution	<ul style="list-style-type: none"> • Goods and/or services received for free or at reduced cost <ul style="list-style-type: none"> ▪ Contribution Template required (see Appendix C)
Volunteer time	<ul style="list-style-type: none"> • Volunteer time must be pledged using the 'Volunteer Pledge Sheet' (see Appendix B) • Volunteer time is calculated at \$28.54 per person per hour • <u>Up to 20 hours</u> of community-engagement related pre-application activities may be counted towards your match. Volunteer sign-in sheets are required. (see Appendix B) • Please visit charlottenc.gov for volunteer activity suggestions.

Project Scoring Criteria

Each application will be evaluated based on the following criteria:

Scoring Criteria	Max Points
Size and Quality of Match* <ul style="list-style-type: none"> • Match meets the minimum required (5 points) • Proposed match is well documented and ready to expend (10) 	15
Participation and Collaboration <ul style="list-style-type: none"> • Planning & implementation show evidence of broad-based neighborhood participation (15) • Project includes external collaboration(s), outside of neighborhood residents (5) 	20
Project Impact/Need <ul style="list-style-type: none"> • Provides a substantial and lasting neighborhood benefit (15) • Addresses a recognized problem or identified need (15) 	30
Project Design <ul style="list-style-type: none"> • Well-planned and ready for implementation (15) • Budget is realistic and clearly described (10) • Includes a clear plan for marketing, promotion, and community outreach (10) 	35
Total Possible Points (60+ is passing)	100

Terms and Conditions

Contracts

Projects may begin only **after** the contract is executed.

- Approval is withdrawn if the contract is not executed within 6 months, or specified contingencies are not met.
- Fraud, misuse of funds, failure to meet match commitments or non-compliance on other agreements constitutes default on the grant.
- Organizations that default may be ineligible for future grants for up to two (2) years.
- A grant may be abandoned upon request of a grantee; however, reimbursement of the expended grant funds may be required.
- Organizations are permitted to have up to one (1) Tree Care Grant and (1) Neighborhood Matching Grant open concurrently.



Disbursement of Funds

Grant funds are not awarded in advance; funds are released on an 'as needed' basis by the submission of vendor invoices on vendor letterhead and/or receipts for approved items to the NMG office for processing.

- Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. **Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.**
- Organizations are encouraged to use reliable vendors to avoid potential problems or delays. Vendors must demonstrate professional competence in the field for which they are requesting payment. Verification may be requested.
- Contact your [Community Engagement Staff Liaison](#) or Jackie Clare at Jackie.clare@charlottenc.gov or 704-336-4594 for questions related to NMG reimbursement requests.

Peer Mentors - How Have Other Neighborhoods Found Success?

NMG Peer Mentoring Opportunity

The NMG Peer Mentoring Program provides support by connecting past grant recipients with newly applying organizations to review helpful hints, contacts and lessons learned. To connect with a mentor please contact Jackie Clare at Jackie.clare@charlottenc.gov or 704-336-4594.



Coventry Woods Street
Sign Toppers



Brookstone HOA
Landscape Beautification



Huntington Ridge
Landmark Fountain



Oaklawn Park Little
Free Library

Appendix A

Organization Definitions

For NMG program purposes, eligible organization types are defined as follows. To qualify for participation, all the noted criteria must be met for the applying organization type:

Neighborhood Associations and Homeowners Associations: residents in a specifically defined area working together to support their neighborhood.

- Organizations must represent at least 25 or more homes (units) and be registered on the [Neighborhood Organization Contact List](#). To register, visit charlottenc.gov/nocl, or call 704-336-7846.
- 75% of association members must live or own property in the neighborhood, including renters
- Must be established and active for at least six months preceding the NMG application cycle deadline. See below for newly forming organization support
- Created and governed by residents within the neighborhood
- Open for membership to everyone in the neighborhood
- Has a duly elected board and established by-laws or governing documents
- Holds regular meetings and maintains records via agendas and meeting minutes
- Expands and/or promotes existing neighborhood goals and objectives

Neighborhood Coalitions: groups of nearby neighborhood organizations or neighborhood and business associations formally associated to enhance and support their area.

- Organizations must represent at least 25 or more homes (units) and be registered on the [Neighborhood Organization Contact List](#). To register, visit charlottenc.gov/nocl, or call 704-336-7846.
- Represented neighborhood organization's leadership must comprise at least 75% of the governing board
- Must be established and active for at least six months preceding the NMG application cycle deadline. See below for newly forming organization support
- Open for membership to everyone in the represented neighborhoods
- Has a duly elected board and established by-laws or governing documents
- Board meets quarterly or more frequently and maintains record via meeting minutes
- Board meetings have regular participation from members of all represented neighborhood organizations

Support for Newly Forming Organizations

Organizing provides a way for neighbors to get to know and support one another. Organized neighborhoods speak with a unified voice offering more power to achieve goals and influence community affairs. Newly forming organizations, including those organized for less than six months, are eligible to receive support through the Neighborhood Organizing Toolkit.

To learn more about community organizing, or to request toolkit supplies contact your [Community Engagement Staff Liaison](#) or call 704-336-4594. Additional supplies may be available upon request.

Neighborhood Organizing Toolkit - Available Supplies		
<ul style="list-style-type: none">• Yard signs	<ul style="list-style-type: none">• Access to printing	<ul style="list-style-type: none">• Bylaws, meeting agenda & meeting minute templates
<ul style="list-style-type: none">• Markers	<ul style="list-style-type: none">• Projector & screen	<ul style="list-style-type: none">• Sign-up instructions for Neighborhood Organization Contact List (NOCL), NextDoor, Charmeck Alerts and other communication tools
<ul style="list-style-type: none">• Easels & pads	<ul style="list-style-type: none">• Laptop	<ul style="list-style-type: none">• Guide for requesting a Tax ID and designated bank account

Considerations for Specific Project Types

Please see the following requirements and considerations for specific project types. We recommend reviewing your project ideas with staff to learn requirements and helpful hints that may be applicable to your project.

Project Type	NMG & Regulatory Requirements	Helpful Information	Contacts
Art, Beautification & Placemaking	<ul style="list-style-type: none"> Projects on City/County owned property and/or within the public right-of-way (ROW) require a Charlotte Department of Transportation (CDOT) agreement or other applicable permit. Projects on private property require written permission from the property owner. 	<ul style="list-style-type: none"> Visit www.charlottenc.gov/placemaking to learn about placemaking opportunities, requirements, and tips to get started. The Arts and Science Council (www.ArtsAndScience.org) is a helpful resource for identifying local artists. 	<ul style="list-style-type: none"> CDOT ROW approval, Anthony Mendez, anthony.mendez@charlottenc.gov or 704-336-4971
Community Gardens	<ul style="list-style-type: none"> Gardens on City/County owned property require written permission from the City/County. Gardens on private property require written permission from the property owner NMG funds gardens in public parks in partnership with Mecklenburg County Parks & Recreation, Park and Rec approval is required. 	<ul style="list-style-type: none"> NC Cooperative Extension maintains a community garden inventory. Consider joining an existing garden before beginning a new community garden. Mulch, training, and other resources may be available. 	<ul style="list-style-type: none"> NC Cooperative Extension, Steven Capobianco, steven_capobianco@ncsu.edu or 980-202-1449 Park & Rec approval Peter Cook, peter.cook@mecklenburgcountync.gov or 980-314-1041
Festivals & Special Events	<ul style="list-style-type: none"> Neighborhoods may apply for up to two years of funding for first-time special events. <ul style="list-style-type: none"> First year: \$5,000 maximum funding Second year: \$3,000 maximum funding Neighborhood organizations with ongoing events who have not previously received special event funding may apply for second year funding. Special event funding is limited to one 2-year allocation per neighborhood and/or event. Neighborhoods may apply to fund multiple events and/or multiple event dates within one application. The same event may not be funded by multiple neighborhoods. 	<ul style="list-style-type: none"> Think about going green. Contact staff for the Green Event Guide and available supplies to help reduce your event's environmental impact. 	<ul style="list-style-type: none"> Adopt-A-City Street Program - Jonathan Hill, jonathan.hill@charlottenc.gov or 704-336-3959
		<ul style="list-style-type: none"> Temporary Road Closure Permits - Contact CDOT if you need a road blocked for your event. Over-street banners may be permitted on a temporary basis. Contact CDOT for details. 	<ul style="list-style-type: none"> Roads abutting residential property - CDOT ROW approval Angela Berry, angela.berry@charlottenc.gov or 704-432-5259 Roads abutting commercial property- Joe Yanicak, jyanicak@charlottenc.gov or 704.336.5531

Project Type	NMG & Regulatory Requirements	Helpful Information	Contacts
Neighborhood Clean-Up	<ul style="list-style-type: none"> Charlotte Solid Waste Services provides waste removal services; please review details for collection days, bulky item pickup and instructions for preparing waste for removal at charmec.org. 	<ul style="list-style-type: none"> Keep Charlotte Beautiful (KCB) offers clean up supplies at no cost through the Adopt-A-City Street program. Great opportunity to earn volunteer hours. 	<ul style="list-style-type: none"> Adopt-A-City Street Program Jonathan Hill, jonathan.hill@charlottenc.gov or 704-336-3959
Organizational Development	<ul style="list-style-type: none"> Projects on private property (yard signs/banners) require written property owner permission. All items purchased with grant funds must be stored in a shared and secure space. 	<ul style="list-style-type: none"> Staff support is available to newly forming organizations. See Page 8 for more details. Register your organization with the City's Neighborhood Organization Contact List at charlottenc.gov/NOCL. 	<ul style="list-style-type: none"> Contact your neighborhood's Community Engagement Staff Liaison, or call 704-336-4594
Community Property Enhancement/ Curb Appeal Improvements (Existing Property)	<ul style="list-style-type: none"> Funding for improvement to existing property or features including private infrastructure, parking areas, community centers, mailboxes, trash receptacles, enclosures, and fencing. Facade improvements for single-family homes may include exterior paint, house numbers, shutters, & mailboxes. Homes receiving improvements should be selected by the community based on need, visibility & opportunity to inspire greater improvement. Property owner permission is required. 	<ul style="list-style-type: none"> Building permits may be required, check for local requirements. Facade improvements for single-family homes are limited to material costs of exterior improvements, contractor fees and indoor improvement projects are ineligible. Funding for improvements to existing property or features and façade improvements for single-family homes are limited to the Tier I Geography. 	<ul style="list-style-type: none"> Mecklenburg County Permitting & Code Enforcement Customer service, 980-314-CODE (2633).
Public Safety	<ul style="list-style-type: none"> Public safety projects require a CMPD Security Survey. Security Surveys provide a community assessment with recommendations for keeping you and your neighbors safe. 	<ul style="list-style-type: none"> Allow +/-1 month for the Security Survey to be completed prior to NMG application 	<ul style="list-style-type: none"> To request a Safety Survey contact crimepreventionunit@cmpd.org
	<ul style="list-style-type: none"> Street lights require approval through CDOT and Duke Energy 	<ul style="list-style-type: none"> Allow +/-6 months for street light review prior to NMG application 	<ul style="list-style-type: none"> CDOT contact Angela Berry, angela.berry@charlottenc.gov or 704-432-5259
	<ul style="list-style-type: none"> Traffic calming efforts (speed limit reduction, speed humps, signage, etc.) require CDOT approval. Please contact CDOT prior to beginning a NMG application to discuss traffic calming options and to review potential funding opportunities. 	<ul style="list-style-type: none"> Allow +/- 6 months for speed hump review prior to NMG application 	<ul style="list-style-type: none"> For neighborhood traffic calming requests contact Angela Berry, angela.berry@charlottenc.gov or 704-432-5259

Appendix A

Project Type	NMG & Regulatory Requirements	Helpful Information	Contacts
Recreation	<ul style="list-style-type: none"> Written permission is required from property owners and/or City/County entities for property use. Liability insurance must be provided for play equipment, unless provided in a public park by Mecklenburg County Parks & Recreation. 	<ul style="list-style-type: none"> Be sure to consider ongoing project maintenance costs. NMG funds public park improvements in partnership with Mecklenburg County Parks & Recreation, Park and Rec approval is required. 	<ul style="list-style-type: none"> For Park & Rec approval, contact Peter Cook, peter.cook@mecklenburgcountync.gov or 980-314-1041
Signage	<ul style="list-style-type: none"> Signage on City/County owned property and/or within the public ROW requires a CDOT approval. Projects on private property require written permission from the property owner. 	<ul style="list-style-type: none"> Signs will not be approved in contested locations, and they will be removed in locations that become contested. Check with adjacent neighborhoods; the City of Charlotte does not determine neighborhood boundaries. 	<ul style="list-style-type: none"> For approval to place signage in Public ROW, contact Krystal Bright at krystal.bright@charlottenc.gov or 704.336.3888

Grant Application List of Questions

Part I: General Application Requirements

- 1) Project Name – Give your project a relevant name. (100-character max)
- 2) Project Description – Provide brief 1-3 sentence description of the project. You will have opportunity to fully describe the project further into the application. (250-character max)
- 3) Amount Requested
- 4) Pre-Application Workshop – Provide the date of the pre-application workshop your group attended. If you participated online, please provide the access code.

Part II: Organization Info & Verifying Documentation

- 5) Please upload a copy of your Board Roster/Officer Contact List including names, street addresses, email, phone number and board position. *Coalitions should also indicate which individual neighborhood each board member represents.
- 6) Previous NMG Activity – Please indicate if this is your first time applying for an NMG.
 - First time applicants, continue with question 7.
 - Returning applicants, skip to question 10.
- 7) *First Time Applicants:* Organization Type – Choose a type from the listed eligible organizations.
- 8) *First Time Applicants:* Neighborhood Boundaries – Please upload a map of your neighborhood or describe your physical street boundaries. The City does not set neighborhood boundaries; be sure to consider the adjoining community/property owners if you are doing a physical project and are unsure. (2,500-character max)
- 9) *First Time Applicants:* Upload at least one (1) of the following governing documents for your organization (Bylaws, Articles of Incorporation and/or Covenants Conditions & Restrictions (CC&Rs)
- 10) *Returning Applicants:* If your organization's bylaws or CC&R's have changed since your last application, please upload the current documents.

Part III: Project Details

- 11) Project Type – Using the list provided, please choose the category which most closely describes the type of project for which you are requesting funding.
- 12) Project Address/Closest Physical Address – Provide the address for where the project will take place. If multiple projects, please list each location or provide a map of the project location(s)
- 13) Project Objective and Purpose – Describe the recognized problem or identified need the project seeks to address and how it will contribute toward the future success of your organization (i.e., why is this project important to your neighborhood). (2,500-character max)
- 14) Neighborhood Participation – Explain how the neighborhood was involved in choosing and planning this project, include any documents, including meeting minutes, surveys, or petitions documenting neighborhood support for the project. (2,500-character max)
- 15) External Collaboration – In addition to residents, please list any external partners who have contributed to the development of this project or will play a key role in its implementation. External collaboration is NOT required. (2,500-character max)
- 16) Project Description – Provide a detailed description of the project(s) including how it will be carried out: Who will do what? Vendors you'll hire and project timeline. If you are proposing more than one project, please provide details for all projects. Include any supporting documents, which may include a strategic plan, drawings, existing condition photos, flyers, etc. (5,000-character max)
- 17) Property Owner Permission – Please upload documentation from the property owner or appropriate regulatory agency, (i.e., CDOT, Mecklenburg Co, State of NC), if the project is to be installed on property that is not owned by the applying organization.
- 18) Project Evaluation – Explain how your organization will evaluate the project's success (i.e., number of new members, % decrease in crime, increased volunteerism, attendance diversity, etc.). (2,500-character max)
- 19) Sustainability – Explain how your organization will sustain your project. For physical projects, think about future costs and maintenance. (2,500-character max)

Appendix A

- 20) Marketing and Promotions – Detail your plan for marketing and promoting your project. Describe how you may include the Neighborhood Matching Grants Program and logo in this plan. (2,500-character max)
- 21) Board Retreat Attendance – Did your organization participate in a Board Retreat within the past (1) year. If yes, upload your Vision to Action Idea Development Workbook to use your \$1,500 credit.

Learn more about the Neighborhood Board Retreat at www.charlottenc.gov/neighborhoodtraining or call 704-336-1303.

Part IV: Application Worksheets

Required application worksheets can be found on the Neighborhood Matching Grants webpage (www.charlottenc.gov/nmg) under 'How to Apply' → 'Documents you will need to apply.' The application worksheets and samples are also attached to this document.

Additional Documents:

- Budget Worksheet
- Cost Estimates - At least one estimate is required for items or services under \$1,000. At least two estimates are required for individual items or services exceeding \$1,000.
- Completed '[Contribution Template](#)' or support letter for any cash or in-kind contribution(s) listed
- Signed Volunteer Pledge sheets (**volunteer hours must comprise at least 50% of the required match**)
- Volunteer sign-in sheets (**for up to 20 hours of pre-application work, if applicable**)

Part V: Application Attachments (will vary depending on project)

- Two cost quotes for each vendor service or purchase over \$1,000 **(REQUIRED)** or
- One quote for vendor services or purchases under \$1,000 **(REQUIRED)**
- Strategic plan for the year, if you are proposing multiple projects
- Additional pledge sheets or contribution letters
- Letters of support from partners or other organizations (churches, schools, other neighborhoods)
- Letters of permission from private property owners
- Letters of permission from the City, County, or State for publicly owned property
- Copy of your organization's budget showing proof of available funds for a cash contribution
- Pictures of the project site
- Security Survey for Crime & Public Safety project
- Any other supporting documents you would like to Review Team to see

Application Pointers

- Scanned Items_– If you have documents to add to your application and do not have digital copies or access to a scanner, you may submit a photo of the item(s), or mail or deliver the item(s) to Old City Hall, 600 E Trade St, Charlotte NC 28202. Originals can be returned to you upon request.
- Application Saving – The application will autosave every 30 seconds. You are also able to save the application at the bottom of the screen and log back in later to complete and submit. Once submitted, you will need to contact staff to make changes.
- We're Here to Help – Each neighborhood is assigned a Community Engagement Staff Liaison(s) to help your organization get organized, troubleshoot challenges, and access resources including grants. Find your Liaison [here](#) or by calling 704-336-4594.
- Technical assistance, computer and internet access and printed applications are available. Please contact your [Community Engagement Staff Liaison](#), or Jackie Clare at Jackie.clare@charlottenc.gov or 704-336-4594.

NMG Sample Budget Worksheet

Tab 1 Grant Budget Worksheet

Total project cost (all vendors & supplies)	\$ 6,550.00
Total NMG funds requested (total cost - cash contributions)	\$ 5,250.00
Minimum # volunteer hours <u>REQUIRED</u> (50% req'd, volunteering = \$23.07/hr)	114.00

- Summarize proposed volunteer events above using information from your Volunteer Pledge Sheet(s), completed Volunteer Pledge Sheets must be submitted with your grant application
- The top of the page indicates the required number of volunteer hrs to meet the 50% minimum, the remaining 50% match may be met by additional volunteer hours, in-kind donation and/or cash
- ≤ 20 hrs of grant related, community engagement pre-application activities may be included, remaining events should begin at least 75 days after the grant application deadline (see pg 5, program guidelines)
- Total volunteer hours committed will automatically transfer to the Grant Budget Worksheet on Tab 1

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Appendix B

NMG Volunteer Hour Worksheets

Page ____ of ____

Neighborhood Matching Grant Volunteer Pledge Sheet

Volunteer activity:
Approximate date:

Name	Phone Number	E-mail Address	# of Hours Pledged	Signature
<i>Total (this page)</i>				

City of Charlotte Neighborhood Matching Grants
 Helping You to Make it Happen.

Volunteer Hours Being COMMITTED

Page ____ of ____

Neighborhood Matching Grant Volunteer Sign-In Sheet

Volunteer Activity:
Date:

Name	# of Hours	Signature
<i>Total (this page)</i>		

Actual Number of Volunteer Hours COMPLETED

Appendix C

Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear staff and Review Team members,

It is my/our understanding that _____ is applying for the City of
(Name of organization)
Charlotte's Housing & Neighborhood Services (HNS) Neighborhood Matching Grant program.

_____ is pleased to support this organization in their endeavor and
(Your name or company/agency name)

would like to make the following contribution(s):

☐

In-Kind Contribution

Valued at: \$ _____.

☐

Cash contribution

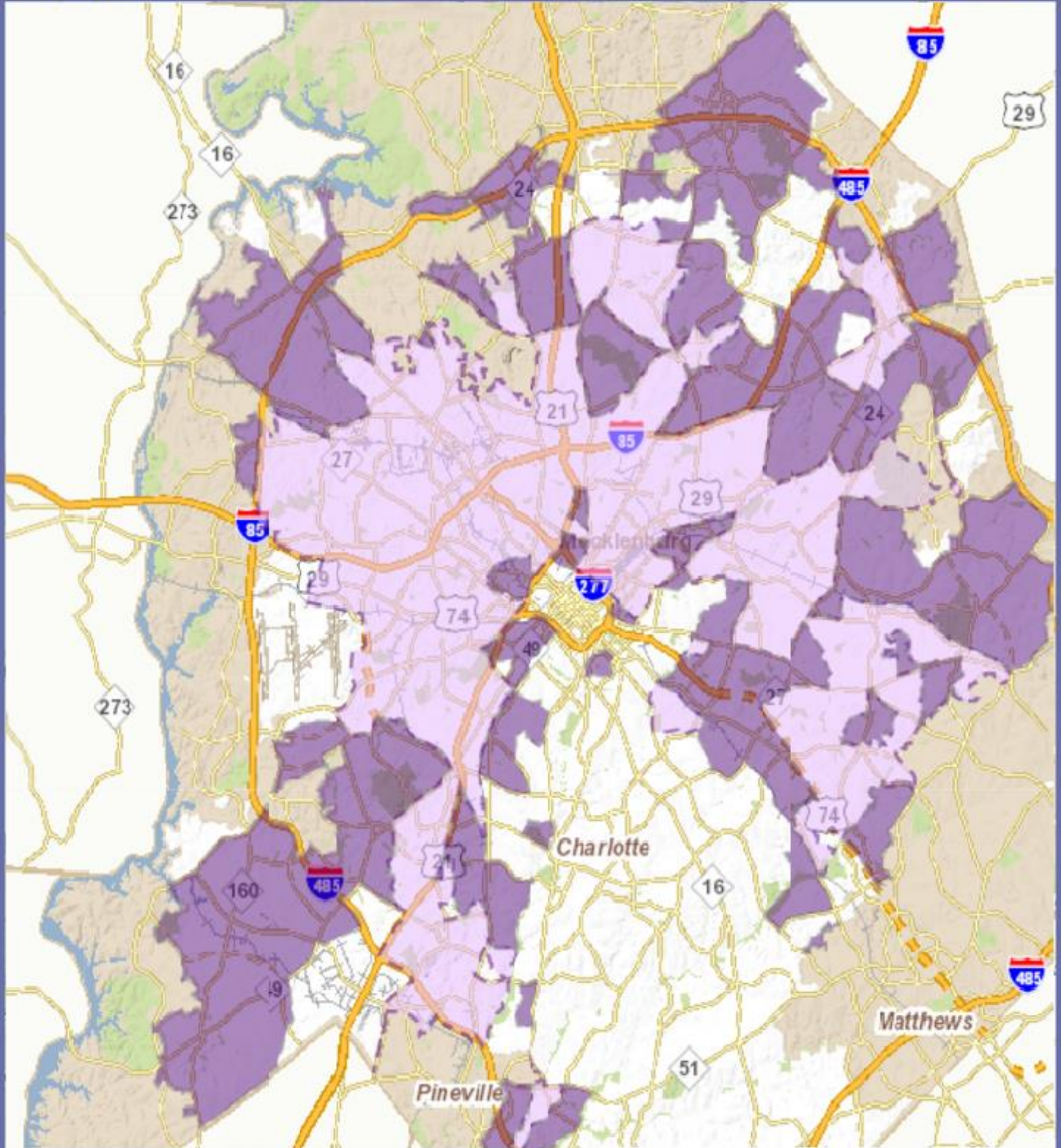
\$ _____.

Combined contribution totaled at: \$ _____.

Sincerely,

Signature(s)



Recommended template for documenting donated cash and/or supplies



Map is preliminary, to determine NMG eligibility for your neighborhood visit <http://arcg.is/1RYFV9g> or call 704-336-4594

Tax credit funded rental communities are eligible citywide, Tier I standards apply

More information at Charlottenc.gov

 Tier 1 \$25k Max
 Tier 2 \$10k Max